



TECHNOLOGY SERVICES, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	TECHNOLOGY SERVICES, DEPARTMENT OF	RELEASE DATE:	Wednesday, April 11, 2007
POSITION TITLE:	Deputy Director, Statewide Telecommunications and Network Division	FINAL FILING DATE:	Thursday, April 26, 2007 <i>or until filled</i>
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,311.00 - \$ 9,164.00 / Month	BULLETIN ID:	04112007_2

POSITION DESCRIPTION

Under the general direction of the Directorate, the Deputy Director, Statewide Telecommunications and Network Division (STND), directs the activities of the STND. The DTS has statutory authority to oversee and direct business telecommunications programs on a statewide basis for the State.

In support of the missions of the State, the Department, and the Division, the Deputy Director has responsibility to: Develop and implement the State's telecommunications strategic mission and vision in concert with the Agency, the Director, the State Chief Information Officer (SCIO), and others; Provide strategic and tactical statewide business telecommunications leadership, policy and goal formulation and implementation for the State, and achieve end results that are in the best interests of the State; Independently plan, develop, implement and oversee the management of State telecommunications programs, and formulate methods of operation in administrative, financial and personnel matters; Direct and manage a large professional staff involved with planning, engineering, implementation and management of the State's telecommunications programs; Effectively serve it's State and local government customers in the provision of outsourced statewide business telecommunications services and the State's Wide Area Network (WAN); Participate in various committees and advisory groups including national organizations and committees; representation, interaction with regulatory officials at the Federal Communications Commission (FCC) and the California Public Utilities Commission (CPUC), and develop knowledge of the regulatory requirements of those agencies.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management

functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

The following experience factors will be considered in competitively evaluating each candidate: Managing programs in the field of telecommunications including telephone systems and services, WAN technology and services, Internet Protocol and wireless technologies; managing the development and administration of large, complex statewide contracts that cross Departmental boundaries including competitive bids, vendor selection, implementation oversight, and contract compliance; implementing continuous quality improvements in operations, service delivery and marketing to provide effective, timely, high quality customer services; and, familiarity with telecommunications trends and emerging technologies, State and federal law, administrative codes, policies, executive directions, and control agency requirements that affect the State's business telecommunications network and customer agencies.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Statewide Telecommunications and Network Division**, with the **TECHNOLOGY SERVICES, DEPARTMENT OF**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application and Statement of Qualifications rating committee. The DTS will establish job-related evaluation criteria and will review applications and "Statement of Qualifications" after the final filing date. Interviews will be conducted with only the most qualified applicants. Each candidate will be notified in writing of his/her examination results. The results of this exam may be used to fill subsequent vacancies in this position if they occur within the next twelve months or an examination may be rescheduled.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and/or desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than one page in length. And must include a brief description of one or two key accomplishments in the past twelve months.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

TECHNOLOGY SERVICES, DEPARTMENT OF, Human Resources
PO Box 1810, Rancho Cordova, CA 95741-1810
Janet Wardall | 916 464-4296 | janet.wardall@dts.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The TECHNOLOGY SERVICES, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>